

CITY OF SAN DIEGO MASTER RECORDS SCHEDULE
AS OF September 7, 2018

R# 312004; Final Passage: October 22, 2019

Business Function	Record Series Number	Records Series Title	Retention	Legal Code	Remarks
ADMINISTRATIVE RECORDS – document the activity associated with the day to day operations of the city business. May include working files, correspondence, route slip, PRA, completed forms, contracts, agreements, emails, speeches, etc.					
General Administrative Records:					
ADMINISTRATIVE RECORDS	ADM-1.1	Consultants (Selection or Hiring)	Closed + 3 years	GC 34090	Applications and Resume
ADMINISTRATIVE RECORDS	ADM-1.2	Contract & Agreement, Project Files – Approved by Council incl. Capital Improvement	Permanent	GC37090a; 4004; H&S 19850	Construction
ADMINISTRATIVE RECORDS	ADM-1.3	Contract & Agreement – not Approved by Council excl. Capital Improvement	End of contract + 5 years	CCP 337.2, 343 B&P 7042.5 PU 7685 48 CFR:2 GC 53066	Incl. equipment, services or supplies
ADMINISTRATIVE RECORDS	ADM-1.4	Daily Working files	Closed + 5 years	GC 34090	Correspondence, Memos, Logs, Reports, PRA Request, Route Slip, Board, Commission, Agency, Authority or Task Force Working Files
ADMINISTRATIVE RECORDS	ADM-1.5	Email – Transitory Records	Closed + 2 years	GC 34090	Email message that meets the criteria of the City Record must be kept: • Emails that have been determined to be transitory records have little or no documentary or evidential value and do not need to be kept long term.
ADMINISTRATIVE RECORDS	ADM-1.6	Email – Permanent Records	Permanent	GC 34090	• Emails-Permanent that have been determined to have sufficient, historical, administrative, legal, or fiscal value relating to policy, decision making, and high level overall plans designed for the City of San Diego are to be kept permanently.
ADMINISTRATIVE RECORDS	ADM-1.7	Maps, Plans and Photographs	Permanent	GC 34090, H&S 19850 GC 34090.7	
ADMINISTRATIVE RECORDS	ADM-1.8	Permit /Licenses/Application:	Expiration of Permit + 2 years	GC 34090	Alcohol Beverage Control License, Improvements (may include curbs, sidewalks, Application for excavation, fill, alteration, Oversize Load, Parking, Paving, Use (Temporary – includes Special Events), Concealed Weapons, Uniform Fire Code, Permits, Hazardous Materials Storage, Bicycle, Pawn Brokers, Licenses (Forms, licenses and permits required by federal and state agencies)
ADMINISTRATIVE RECORDS	ADM-1.9	Permits	Permanent	GC 34909a; H&S 19850; 4003; 4004	Building, signs, grading, encroachment, National Pollutant Discharge Elimination System (NPDES), Permits –Hazardous Materials Installation Removal

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ADMINISTRATIVE RECORDS	ADM-1.10	Project Files - Non Contractual	End of project + 5 yrs.	GC 34090	Street Files, Public Work Files, Transportation Files, not awarded vendor packet
ADMINISTRATIVE RECORDS	ADM-1.11	Routine Video Monitoring	Date Recorded + 1 year	GC 34090.6	May include mobile in-car video system, jail observation and monitoring system, building security taping systems
ADMINISTRATIVE RECORDS	ADM-1.12	Property Files	Permanent	GC 34909A H&S 19850; 4003; 4004	May incl. Case Files, Planning and Zoning
ADMINISTRATIVE RECORDS	ADM 1.13	Docket, Agenda	5 years	GC 34090(d)	
Human Resources, Personnel and Payroll Files:					
ADMINISTRATIVE RECORDS	ADM-2.1	Employee Benefits and Saving Plan	End of Employment + 100 years	GC 34090; to meet administrative needs	
ADMINISTRATIVE RECORDS	ADM-2.2	Human Resource Files	Closed + 5 years	GC 34090; GC 12946; 29 CFR 1602; FMLA 1993 US OSHA; 29 CFR; 1910.20; 49 CFR 193-9 29 CFR 1602.30.32 29 USC § 211(c), 203(m), 207(g)	Unclassified Employee File Application, Negotiation Files Compensation Files, Memorandum Of Understanding files, Rewards and Recognition, grievances, complaints, and disciplinary actions and Employees Medical Files (FMLA, Catastrophic Leave, LTD, and other medical related document submitted by the employees)
ADMINISTRATIVE RECORDS	ADM-2.3	Long Term Disability Program Files (LTD)	Closed + 100 years	GC 34090	
ADMINISTRATIVE RECORDS	ADM-2.4	Notices of Absences or Overtime Slip	End of Fiscal Year + 3 years	GC 34090	
ADMINISTRATIVE RECORDS	ADM-2.5	Personnel Files	End of Employment + 50 years	GC 34090	Contain pertinent records of an Employee's hiring, employment, Promotion and Termination. May include application for Employment, oath card, Eligibility card, memoranda, medical information, correspondence, Personnel Action Request, Performance evaluation, commendation, awards (Safety and Non-Safety)
ADMINISTRATIVE RECORDS	ADM-2.6	Classified Position(s) Recruitment and Hiring	Position filled + 5 years	29 CFR 1607.2 -8 29 CFR 1627.3 & 1602 GC 12946	Resume, Application, Interview files, examination materials

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ADMINISTRATIVE RECORDS	ADM-2.7	Rehabilitation Files	Closed + 50 years	OSHA, 29 CFR 1904 & 1910	
ADMINISTRATIVE RECORDS	ADM-2.8	Retiree Files	Active until deceased	GC 34090	May incl. Retirement Pension Files, Pension Deduction Files, Pension Monthly Transaction Reports, Retirement Missing Contribution, Benefits Plan and Medicare Files.
ADMINISTRATIVE RECORDS	ADM-2.9	Survey and Studies	Date of Event + 50 years	GC 12946 GC 34090 29 CFR 516.6(2) 29 CFR 1602.14	Salary Study, Re-classifications, Certifications
ADMINISTRATIVE RECORDS	ADM-2.10	Employee's Training	Expiration + 2 years	GC 34090	May incl. mandatory/non-mandatory, certification and licensing, extended education
ADMINISTRATIVE RECORDS	ADM-2.11	Department Payroll Personnel Files	End of Employment + 3 years	GC 34090 GC 37207 29 CFR 516.2; 516.5–516.6	Adjustment, Deductions, salary records, employee's timesheets (Payroll Specialist copy)
ADMINISTRATIVE RECORDS	ADM 2.12	Employee's Medical Files	End of Employment + 50 years	FMLA 1993 US OSHA; 29 CFR; 1910.20;	Medical Files may include FMLA, LTD, Catastrophic Leave and other medical records related to employee (Department Payroll Copy)
ADMINISTRATIVE RECORDS	ADM 2.13	Classified Employee's Grievances	Specified by the Memorandum of Understanding with the appropriate union covering each position at the time of the documentation.		May include Counseling Documentation, complaints, Disciplinary Actions, Appeals and grievances
<i>Elected Official Files, Boards, Committee and Commission:</i>					
ADMINISTRATIVE RECORDS	ADM-3.1	Appointment Calendar (Elected Officials)	2 years	GC 34090(d)	* It is recommended that the last two appointment calendars years of the last term served of the elected official should be sent to the Records Center for storage with a completed Transfer List. For each calendar year printed out, one additional copy should be made, and all personal appointment information should be redacted in one copy.
ADMINISTRATIVE RECORDS	ADM-3.2	Awards and Proclamation	End of Term + 2 years	GC 34090(d)	
ADMINISTRATIVE RECORDS	ADM-3.3	Council District Community Files	Permanent	GC 34090	May include Citywide Issues on policies and Council Press Releases/Significant Speeches/Statement of Position

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ADMINISTRATIVE RECORDS	ADM-3.4	Public Relations Files	Closed + 2 years	GC 34090	Routine Press Releases, Speeches & Clippings.
ADMINISTRATIVE RECORDS	ADM-3.5	Boards, Commission or Committee Files	20 years	GC 34090 (d) SDMC 22.2606	May incl. register, notice of vacancy, by laws (if it exists), appointment memos, copy of appointment resolutions and ordinances,
ADMINISTRATIVE RECORDS	ADM-3.6	State of the City Address	Permanent	GC 34090 (d)	
ADMINISTRATIVE RECORDS	ADM-3.7	Application, Boards, Commissions, Committees (not selected)	Closed or Completed + 2 years	GC 34090	
ADMINISTRATIVE RECORDS	ADM-3.8	Applications, Boards, Commissions, Committees (selected)	Termination + 5 years	GC 34090 GC 40801 GC 34090.7	
Elections Records: records generally associated with Municipal Election					
ADMINISTRATIVE RECORDS	ADM-4.1	Campaign Disclosure –elected	Permanent	GC 81009(b)(g)	
ADMINISTRATIVE RECORDS	ADM-4.2	Campaign Disclosures – not Elected/ Unsuccessful (all others committee) and Statement of Economic of Interest – not Elected	Election + 7 years	GC 81009(b)	
ADMINISTRATIVE RECORDS	ADM-4.3	Election Working Files	Election + 5 years	GC 34090	May includes copies of ordinance and resolutions related to elections, Working papers related to preparation for specific election (incl. correspondence), cost information related to elections, petition documents, sample ballots and ballots related materials, Election General information, Election Calendars, Notifications and Publications
ADMINISTRATIVE RECORDS	ADM-4.4	Election Result	Election + 4 years	GC 81009 (a)(d) GC 34090	
ADMINISTRATIVE RECORDS	ADM-4.5	Charter Amendments and Measures	Permanent	GC 34458- 34460; GC34090	
ADMINISTRATIVE RECORDS	ADM-4.6	Ballots Prop. 218 – property related fees (Assessment Ballot proceeding)	Permanent	California Constitution Art X111 GC 53753 (e)	
ADMINISTRATIVE RECORDS	ADM-4. 7	Lobbyist Registration	In active + 5 years	EC 81009(b), SDMC 27.4040 (d)	

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ADMINISTRATIVE RECORDS	ADM-4.8	Nomination Papers	Election + 4 years	EC 17100, SDMC 27.0113, GC 81009 (b)	Includes successful and Unsuccessful
ADMINISTRATIVE RECORDS	ADM-4.9	Oath of Office	Term of Office + 6 years	GC 34090; 29 USC 1113	Incl. Elected Official, boards and Commission Members
ADMINISTRATIVE RECORDS	ADM-4.10	Statement of Economic of Interest – Designated Employees, Boards and Commissions	Current + 7 years	FPPC Filing, GC 81009 (e)	
ADMINISTRATIVE RECORDS	ADM-4.11	Statement of Economic of Interest –Elected Officials	Term of Office + 7 years	FPPC Filing, GC 81009(e)	
ADMINISTRATIVE RECORDS	ADM-4.12	Retirement and Savings Plan Ballot	Final Result + 2 years	GC 34090	Retirement Board Elections and Risk Management 401K and SPSP Board Elections
Records Management:					
ADMINISTRATIVE RECORDS	ADM-5.1	Archival/Historical Records	Permanent	GC 34090(d)	Any records deemed Historical may be sent to City Clerk's Archival.
ADMINISTRATIVE RECORDS	ADM-5.2	Record Request Form	End of CY +25 years	GC 34090	Completed form 1590
ADMINISTRATIVE RECORDS	ADM-5.3	Notices of Destruction, Department Completed Transfer Records	Permanent	GC 34090, AR 85.10 § 8.3	
ADMINISTRATIVE RECORDS	ADM-5.4	Records Retention Schedule Files	Permanent	CCP 343, GC 34090, Kept for Historical purposes	Master Records Schedule Record Retention Evaluation Conformance Chart Department Retention File Plan
CITY ASSETS RECORDS – records that documents the City's assets such as office equipment, machinery, furniture, computers, vehicles, land, building, lease properties, inventory and maintenance record.					
CITY ASSETS RECORDS	CA-1.1	Building Files	Permanent	H&S 19850; CCP 337.15	Acquisition of Building and Supporting Documents
CITY ASSETS RECORDS	CA-1.2	Land Files	Permanent	GC 34090	City owned
CITY ASSETS RECORDS	CA-1.3	Appraisal Files	Closed of Appraisal + 2 years	GC 34090; GC 6254 (h)	
CITY ASSETS RECORDS	CA-1.4	Deeds	Permanent	GC 34090(a); 24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA- 110	

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CITY ASSETS RECORDS	CA-1.5	Facilities Maintenance Operations Files	Closed + 2 years	GC 34090 (d)	Includes: Contracts, Service Request, Supporting documentations, Buildings, Equipment, Field Engineering, Public Facilities including work orders and graffiti removal
CITY ASSETS RECORDS	CA-1.6	Industrial Sales	Permanent	GC 34090	
CITY ASSETS RECORDS	CA-1.7	City Inventory	Date of Event + 2 years	GC 34090 (d)	May incl. equipment, furniture, supplies
CITY ASSETS RECORDS	CA-1.8	Leases – (Long Term and short term)	Expiration of Lease + 40 years	CCP 337.2, GC 34090.7, CC 337, GC 34090 (d)	
CITY ASSETS RECORDS	CA-1.9	Routine Maintenance/Repair/Disposal of vehicles/Equipment Records	Date of Event + 3 years	GC 34090	
CITY ASSETS RECORDS	CA-1.10	Sold Non-Fee Property Files	Closed + 10 years	GC 34090 (d)	Records relating to the abandonment of non-fee interest in non-City owned land (easements, slope right, etc.) or a street dedication of an entire property files.
ENVIRONMENTAL AND SAFETY RECORDS – document procedures identifying workplace hazards, reducing accidents and exposure to harmful situations and substances. This files includes personnel training in accident prevention, accident response, emergency preparedness, use of protective clothing and equipment, and employee's illness/accident and injury report.					
ENVIRONMENTAL AND SAFETY RECORDS	ES-1.1	Confined Space Files	Closed + 2 years	GC 34090(d)	
ENVIRONMENTAL AND SAFETY RECORDS	ES-1.2	Employee Exposure Files incl. Exposure and Medical Files	End of Employment + 30 years	GC 34090, Federal OSHA Standard 29 CFR 1904, CCR Title 8, Section 14000	
ENVIRONMENTAL AND SAFETY RECORDS	ES-1.3	Material Safety Data Sheets	Calendar Year + 30 Years	GC 34090	
ENVIRONMENTAL AND SAFETY RECORDS	ES-1.4	Occupational Injuries & Illness	Closed + 10 Years	29 CFR 1904.2, 1904.4, 1904.6 & 1904.10	
ENVIRONMENTAL AND SAFETY RECORDS	ES-1.5	OSHA (Completed Forms, Reports and Citation)	Calendar Year + 5 years	29 CFR 1904.2, 1904.4, 1904.6 & 1904.10	
ENVIRONMENTAL AND SAFETY RECORDS	ES-1.6	Pesticide Report	Calendar Year + 30 years	3 CCR Div. 6, § 6624; 29 CFR 1910.1020	
ENVIRONMENTAL AND SAFETY RECORDS	ES-1.7	Department Safety Files	Calendar Year + 10 years	GC 34090(d)	
ENVIRONMENTAL AND SAFETY RECORDS	ES-1.8	Safety Inspection Report	Closed + 5 years	GC 34090(d)	

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ENVIRONMENTAL AND SAFETY RECORDS	ES-1.9	Supervisor Vehicles Accident Report	Date of Event + 4 years	GC 34090(d)	
ENVIRONMENTAL AND SAFETY RECORDS	ES-1.10	Workers Compensation	Closed + 50 years	CCR Title 8 § 14311 and 15400.2, Labor Code 5404	Indemnity Cases
ENVIRONMENTAL AND SAFETY RECORDS	ES-1.11	Disaster Preparedness Files	Superseded + 2	GC 34090	incl. Incident Files (Emergency call outs)
Hazardous Materials:					
ENVIRONMENTAL AND SAFETY RECORDS	ES-2.1	Asbestos and Lead Facility Records	Permanent	GC 34090(a)	
ENVIRONMENTAL AND SAFETY RECORDS	ES-2.2	Hazardous Waste Disposal	Closed + 10 years	CAL OSHA; 40 CFR	
ENVIRONMENTAL AND SAFETY RECORDS	ES-2.3	Program, Household Hazardous Waste	Superseded + 2	GC 34090	
ENVIRONMENTAL AND SAFETY RECORDS	ES-2.4	Safety Training Files (Employees)	End of Employment + 50 Years	CCR 3204(d), 3204(1) & 3204(c), 8 CAC	
ENVIRONMENTAL AND SAFETY RECORDS	ES 2.5	Underground Storage Tank - Compliance	Permanent	GC 34090(a)	
ENVIRONMENTAL AND SAFETY RECORDS	ES 2.6	Underground Storage Tank – Maintenance and Operation	Calendar Year + 2 years	GC 34090	
ENVIRONMENTAL AND SAFETY RECORDS	ES 2.7	Environmental Files	Closed +12 years	GC 34090	Analytical Data and Documentation files, Water Quality Chemistry Services and Drinking Water Microbiology data stream files and any supporting documentation.
ENVIRONMENTAL AND SAFETY RECORDS	ES 2.8	Specialized Studies, Testing and Technical Reference Material Files	Permanent	GC 34090	Testing files for NPDES permit monitoring of PLWTP/PLOO and SBWRP/SBOO, Recycled Water Quality Testing for SBWRP and NCWRP, and MBC biosolids testing, Ocean Monitoring Data files and any files relating to the environmental area.

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Public Safety (Police and Fire Rescue):					
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.1	Public Safety Working Files	2 years	GC 34090(d)	(459R Files, Arrest Files, Arrest Log File, Auto Theft Files, Bar Files, Breath Test Records, Communication Audio Tape Recordings, Crime Statistics Files, Crime stopper Participant Files, Fingerprint Files, Forgery Cancelled Case Files, Misdemeanor Citation Files, Mugs Books, Mug Shot Files, Narcotics Complaint Files, Notify Warrant/Not books Files, Notify Warrant/Not Booked Files, Pawn Shop Reports, Police Incidents Files, Police Pursuit Files, Polygraph Test Packets, Robbery Case Files, Stolen Plate Files, Stolen Property Reports, Street Robbery Report, Suspect Files, Swat Incident Report, Traffic Citation, Traffic Warnings, Vehicle Abatement Files – Private Property, Vehicle Impound Reports, Voided and Dismissed Citations, Warrant Files, Death Diving Accident Reports (Accident Begins), Minimum Company Performance Evaluation Reports, Rescue Statistics
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.2	Body Cam Videos	1 Year after the date of recording	GC 34090.6	
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.3	Burn List Files	Superseded +10 years	GC 34090(d)	
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.4	Canine Unit Files	Superseded + 5 years	GC 34090(d)	
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.5	Citizen's Review Board Notes	Closed + 5 years	GC 34090(d), to meet administrative needs; GC 34090.7 SDMC 22.2604 & 22.2607(b) 4	
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.6	Crime Case Files/Sex Crimes	Closed + 20 years	<i>(c ,d, f) and 288a. Department policy decision to retain longer</i>	
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.7	Gun Registration Files	Closed + 5 years	GC 34090(d)	
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.8	Homicide Case Files	Closed + 100 years	GC 34090.7	
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.9	Homicide Lab Files	Closed + 99 years	GC 34090(d)	
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.10	Informant File	Closed + 5 years	GC 34090(d)	

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ENVIRONMENTAL AND SAFETY RECORDS	ES-3.11	Internal Affairs Investigations	Closed + 5 years	PC § 832.5	
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.12	Lab Reports	Closed + 10 years	GC 34090(d) PC § 800	
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.13	Murder Case Files – Solved/Unsolved	Event + 99 years	GC 34090(d)	
ENVIRONMENTAL AND SAFETY RECORDS				PC § 799	
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.14	Officer’s Reports – Investigations Files	Closed + 5 years	GC 34090(d)	
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.15	Polygraph Audio Tape Recordings	Date Recorded + 5 years	GC 34090(d)	
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.16	Property Tags	Inactive + 10 years	GC 34090(d)	
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.17	Registrant Files for Sex Offenders	Event + 100 years	GC 34090(d), PC § 290	
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.18	Registration Files for Narcotic Offenders	Event + 3 years	GC 34090(d)	
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.19	Search Warrants Files	Event + 5 years	GC 34090(d)	
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.20	Sealed Files	Mandatory Destruction Upon and Pursuant to Court Order	GC 34090(d), PC § 851.8 Seated File	
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.21	Sex Crimes Case Files	Closed + 20	PC § 800, 261, 264.1, 288, 289, 286	
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.22	Shooting Investigations	Closed + 10 years	GC 34090(d)	
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.23	Stolen Vehicle Files & Stolen License Plates	Closed + 5 years	GC 34090(d)	
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.24	Tear Gas Registration Files	Closed + 5 years	GC 34090(d)	
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.25	Traffic Accident Files for Fatalities and/or Felonies	Closed +10 years	GC 34090(d)	
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.26	Traffic Accident Reports	Closed + 5 years	GC 34090(d)	
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.27	Vehicle Abatement Files	Closed + 5 years	GC 34090(d) CCP § 330(b)	Private Property, Public Property
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.28	Fire (Department of Motor Vehicle Files – Exams/Agreement)	Employment or Transfer Term + 10 Years	GC 34090(d) CCP § 337 Statute of Limitations	
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.29	Fire Communications/Daily Log	Permanent	GC 34090.7	

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ENVIRONMENTAL AND SAFETY RECORDS	ES-3.30	Fire Department Certification/Licenses (Apparatus Certifications-Driver's Training)	End of Certification + 10	GC 34090(d) SDMC § 22.2604(e) Computer Records Code-Sec 1(c4) & 2(c)	May include License request
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.31	Fire Hazard Prevention Services Inspection Program Files	Permanent	UFC § 103.3.4	
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.32	Incident Reports	Closed + 5 years	GC 34090(d)	
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.33	Lifeguard Station Monthly Statistical Reports	Closed + 20 years	GC 34090(d)	Medical Assistance Rendered or Not Rendered
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.34	Pre-Hospital Patient Records	Closed + 10 Years	GC 34090(d) CCR 70751(c)	
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.35	Residential-Care-Day-Care- and Medical Facilities Inspection Files	Closed + 5 years	GC 34090(d)	
ENVIRONMENTAL AND SAFETY RECORDS	ES-3.36	Suspect Files	Closed + 5 years	GC 34090(d)	
FINANCIAL RECORDS - a broad range of transactions that include but not limited to payroll records, audit records, budget status reports, expenditures, grants, reimbursement, bonds, forecast reports and revenues.					
FINANCIAL RECORDS	FIN-1.1	Accounts (Receivable & Payable)	Closed + 5 years	GC 34090 (d) 29 CFR 516.5 (c) 24 CFR 85.24	May include Audit or deposit records, reimbursement, expenditure made with department funds, expenditure made w/ grant funds, Restitution case payment and revenue
FINANCIAL RECORDS	FIN-1.2	Adopted Budget	Permanent	GC 34090 (d)	
FINANCIAL RECORDS	FIN-1.3	Annual Lease Revenue Report	Closed + 50 years	GC 34090 (d)	Reports on reports on the income derived from lessees who lease City property and/or facilities and pay a rental or lease fee for that purpose
FINANCIAL RECORDS	FIN-1.4	Audit Records	Date of Event + 3 years	GC 34090(d)	
FINANCIAL RECORDS	FIN-1.5	Bids, Proposal and Quotations	Event + 5 years	GC 34090 CCP 337	
FINANCIAL RECORDS	FIN-1.6	Bond Closing Transcript – Special Districts are prepared by Bond Counsel after closing of each Special District financing transaction (or after an amendment to a prior transaction).	Permanent	GC 34090 (a)	
FINANCIAL RECORDS	FIN-1.7	Bond Financing Transactions – relate to the initial issuance of the transactions.	Closed + 50 years	GC 34090 (d)	

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FINANCIAL RECORDS	FIN-1.8	Bonds – Closing Transcripts: are prepared by Bond Counsel after the closing of each financing transaction (or after an amendment to a prior transaction)	Date of Event + 20 years	GC 34090 (d)	
FINANCIAL RECORDS	FIN-1.9	Performance Bonds – One-time Bonds	Completion + 2	GC 34090	
FINANCIAL RECORDS	FIN-1.10	Performance Bonds – Annual & Continuing Bonds	Cancel + 12 years	CCP 337.5	
FINANCIAL RECORDS	FIN-1.11	Bonds Insurance for City Property, Contractor Bonds/Insurance	Permanent	GC 34090	Performance Bonds Bonds that affect title to Real property Bonds not secured by Real Property General Obligation Bonds
FINANCIAL RECORDS	FIN-1.12	Budget Working Files	Fiscal Year + 2 years	GC 34090 (d)	
FINANCIAL RECORDS	FIN-1.13	Financial Report and Bank Statement	Date of Event +7 years	GC 34090.7	
FINANCIAL RECORDS	FIN-1.14	Grants	Closed + 5 years	GC 34090 24 CFR 570.502 24 CFR 85.42 (OMB Cir A-102, A-110, A-128	May include Community Development Block Grants, Federal and State Grants, Grants Financial Records
FINANCIAL RECORDS	FIN-1.15	Investment Files	Closed +10 years	GC 34090 (d)	
FINANCIAL RECORDS	FIN-1.16	Retirement Annual Reports	Permanent	GC 34090 (d)	
FINANCIAL RECORDS	FIN-1.17	Employee's Tax Related Documents	End of Calendar Year + 10 years	GC 34090	Incl. W2, completed tax form
FINANCIAL RECORDS	FIN-1.18	Payroll Warrants	Closed + 25 years	GC 34090	Incl. payroll warrants, register, checks
LEGAL AND POLICY RECORDS – are records that pertain to a high-level overall plan that contains laws and directives which include but not limited to Council Policy, Municipal Code, City Charter, Council Minutes, Boards and Commissions minutes, Historical Record, Citywide Administrative Regulations and legal records containing standardized contents relating to a specific action, event, person, place, project or subject.					
LEGAL AND POLICY RECORDS	LP-1.1	City Charter	Permanent	GC 34090	
LEGAL AND POLICY RECORDS	LP-1.2	Policies	Permanent	GC 34090 (d)	Council Policy, Municipal Code, Administrative Regulations
LEGAL AND POLICY RECORDS	LP-1.3	Department Policy Files	Permanent until Superseded	GC 34090 (d)	
LEGAL AND POLICY RECORDS	LP-1.4	Minutes	Permanent	GC 34090 (e)	Council, Boards or Commissions

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LEGAL AND POLICY RECORDS	LP-1.5	Ordinances:	Permanent	GC 34090 (e)	Adopted by Council
LEGAL AND POLICY RECORDS	LP-1.6	Resolutions:	Permanent	GC 34090 (e)	Adopted by Council, Boards or Commissions
LEGAL AND POLICY RECORDS	LP-1.7	Legislative Reports	Permanent	GC 34090 (e)	Submitted to the Council by Boards or Commissions
LEGAL AND POLICY RECORDS	LP-1.8	Video, Audio Recording	Life of Video or Audio	GC 34090.7	Council, Boards or Commissions and Departments
LEGAL AND POLICY RECORDS	LP-1.9	Council Meeting Files	Permanent	GC 34090(c), (e)	
LEGAL AND POLICY RECORDS	LP 1.10	Council and Committees Working Files	Permanent	GC 34090 (c), (e)	
Legal Files: Records pertaining to claims against the City, Discovery, Civil and Criminal Cases and legal request					
LEGAL AND POLICY RECORDS	LIT-2.1	Civil Cases Files – Workers’ Compensation	Closed + 30 years	GC 34090 (d); Labor Section 4464	Records of City employee claims for Workers' Compensation benefits. Contents of these files include: claims, medical records, depositions, trial briefs, awards, stipulations, and settlement agreements.
LEGAL AND POLICY RECORDS	LIT-2.2	Civil Litigation Case Files	Closed+5 years	GC 34090 (d)	The City as defendant – covering areas such as City Vehicles accidents, trips, slips and falls; recreational activities, torts including personal injury. The City as plaintiff – including injunctions and declaratory relief; intervention for Workers’ Compensation benefits; bankruptcy, debtor recovery, unlawful detainer; antitrust; and abatement. Records of persons accused of violating civil provisions of the Municipal Code and state codes.
LEGAL AND POLICY RECORDS	LIT-2.3	Civil Litigation Case Files –20 years	Closed + 20 years	GC 34090 (d)	Records of litigation in which the City is the defendant. These records cover areas such as dangerous conditions/ design-public right of way; false arrest, excessive force, assault and battery, civil rights, personal injury/water; excessive force/object (shooting, taser, baton, etc.); negligent supervision (response, control, reporting); negligence maintenance (approval, inspection, constructions) and personnel.

**CITY OF SAN DIEGO MASTER RECORDS SCHEDULE
AS OF September 7, 2018**

Business Function	Record Series Number	Records Series Title	Retention	Legal Code	Remarks
LEGAL AND POLICY RECORDS	LIT-2.4	Civil Litigation Files - Permanent	Permanent	GC 34090 (d)	Significant cases - cases which have high importance to the City or set legal precedence that should be retained for historical reference such as subsidence, water rights, injunctions against the City, and cases involving large City facilities (Petco Park, Qualcomm, Convention Center, etc.) Significant litigation involving real property - Eminent domain, inverse condemnation, annexations, tax liens, assessment Districts, federal superfund (CERCLA) lawsuits.
LEGAL AND POLICY RECORDS	LIT-2.5	Claims Against the City	Paid + 5 years	GC 34090 (d) GC 25105.5	May include Claims recovery.
LEGAL AND POLICY RECORDS	LIT-2.6	Criminal Closed Case Files - 3 years	Closed + 3 year	GC 34090 (d)	Records of criminal cases prosecuted by attorneys in this division where a final disposition and sentencing have been imposed*, and criminal case files with continuing diversion (PC 1 000**), where the defendant has entered a guilty plea.
LEGAL AND POLICY RECORDS	LIT-2.7	Criminal Closed Case Files – 10 years	Date of Sentence + 10 years	GC 34090 (d)	Series includes the following categories: Driving under the influence, Hate Crimes, and Manslaughter.
LEGAL AND POLICY RECORDS	LIT-2.8	Criminal Case Files	Permanent	GC 34090 (d)	
LEGAL AND POLICY RECORDS	LIT-2.9	Criminal Case Files with Outstanding Warrants – 5 years	Date Warrant Issued + 5 years	GC 34090 (d)	Records of cases where the defendants who have been charged with certain Consumer/Environmental Protection and Code offenses have failed to answer the charges against them or failed to appear in court prior to conclusion of their cases. Status is reviewed periodically. Once the warrant is purged and the court case dismissed, the case file becomes inactive.
LEGAL AND POLICY RECORDS	LIT-2.10	Criminal Case Files with Outstanding Warrants – 10 years	Date Warrant Issued + 10 years	GC 34090 (d)	Records of Driving Under the Influence, Hate Crimes, and Manslaughter cases where the defendants who have been charged with certain offenses have failed to answer the charges against them or failed to appear in court prior to conclusion of their cases.

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Business Function	Record Series Number	Records Series Title	Retention	Legal Code	Remarks
LEGAL AND POLICY RECORDS	LIT-2.11	Closed Criminal Consumer & Environmental Protection (CEPU) and Code Enforcement (CEU) Case files with Outstanding Warrants	Closed (after final disposition is reached) + 2 years	GC 34090 (d)	CRIMINAL CONSUMER & ENVIRONMENTAL PROTECTION AND CODE ENFORCEMENT CASE FILES WITH OUTSTANDING WARRANTS are records of cases where the defendants who have been charged with certain Consumer/Environmental Protection and Code offenses have failed to answer the charges against them or failed to appear in court prior to conclusion of their cases. Status is reviewed periodically. Once the warrant is purged and the court case dismissed, the case file becomes inactive.
LEGAL AND POLICY RECORDS	LIT-2.12	Federal Regulatory Agency File	Permanent	GC 34090 (d)	
LEGAL AND POLICY RECORDS	LIT-2.13	Criminal -No Issue Case Files – 2 years	Closed of Case + 2 years	CCR 707 (c)	Records of the non-discoverable portion of criminal cases other than offenses classified by Penal Code section 17(b)(4), Dispute Resolutions, Sex Crimes, Child Abuse, Domestic Violence, and Elder Abuse files where no court action is deemed appropriate or necessary by an issuing attorney. Contents of these files may include Complaint Request Evaluations (CRE) forms, communication sheets, and other non-discoverable attorney work product.
LEGAL AND POLICY RECORDS	LIT-2.14	Criminal No Issue Case Files – 3 years	Closed of Case + 3 years	CCR 707 (c)	Records of the non-discoverable portion of criminal case files classified by Penal Code section 17(b)(4) where no court action is deemed appropriate or necessary by a deputy city attorney, Dispute Resolution and Community Court case files where an alternative resolution is achieved or no court action is deemed appropriate or necessary, criminal Code Enforcement files where compliance with the Municipal Code is achieved without the need for court action, and criminal Consumer & Environmental Protection files where no court action is deemed appropriate or necessary by a deputy city attorney.
LEGAL AND POLICY RECORDS	LIT -2.15	Criminal Domestic Violence Case Files – 20 years	*Closed + 20 years	GC 34090 (d)	*After defendant either pleads guilty or is found guilty and sentencing has been imposed, the case is dismissed, or a CRE has been completed and signed by deputy city attorney
LEGAL AND POLICY RECORDS	LIT-2.16	Subpoenas (Duplicate)	Date Served + 2 years	GC 34090.7; SDMC 22.604 & 22.2607 (b4)	

CITY OF SAN DIEGO MASTER RECORDS SCHEDULE
AS OF September 7, 2018

Business Function	Record Series Number	Records Series Title	Retention	Legal Code	Remarks
LEGAL AND POLICY RECORDS	LIT-2.17	Closed Criminal Hearing Files	Closed (After either remittitur is received or court order is rendered and appeals have been exhausted) + 5 years		Records of criminal appellate case files and STOP (San Diego Traffic Offender Program) files prosecuted by attorneys in this division. Appellate files are kept separate from the related Case Files and are considered closed when a remittitur has been received from court. Contents of these files may include: Notices of Hearing Appeals, Receipts of Appeal, appeal worksheets, proposed statements and responses, court transcripts/CDs, court dockets, court notices, criminal complaints, pleadings, appellate briefs, and remittiturs. STOP files are records of motions to hold, forfeit, and destroy vehicles (reference VC sections 10751, 14602.6, 14607.6, 23109.2, and 23596). Contents of these files include: Notices of Motion, Motions, and exhibits, such as, police reports, priors, dockets, teletypes and DMV registration print outs.
LEGAL AND POLICY RECORDS	LIT 2.18	Criminal Domestic Violence Case Files with Outstanding Warrants - 20 years	Warrant (date of warrant issued) + 20 years		Records of Sex Crimes, Child Abuse, Domestic Violence, and Elder Abuse cases where the defendants who have been charged with certain offenses have failed to answer the charges against them or failed to appear in court prior to conclusion of their cases. Contents of these files may include: law enforcement reports, offer sheets, criminal histories, case review documents, court filings, motion files, tangible evidence, communications, memoranda, and correspondence.
LEGAL AND POLICY RECORDS	LIT 2.19	Civil Case Files	Closed (After judgment) + 7 years		Records of persons accused of violating civil provisions of the Municipal Code and state codes. Files include cases regarding zoning, housing, fire, health, litter control, noise abatement, building inspection, sign code violations, and cases regarding consumer fraud and environmental protection. Contents of these files include case notes, legal documents, communications, memoranda, correspondence, civil complaints, pleadings, points and authorities, declarations, judgments, court orders, and investigative reports.
TECHNICAL REFERENCE RECORDS – consist of printed or other reproduced materials which have a direct relationship to the work of the office and are used for reference. Only those that are current and of significant value should be retained until superseded. These materials may include copies of publications, special reports or studies, periodicals, etc., required by the accumulating office as a technical reference library. Files included but not limited to other department manuals, other agency documents, equipment manuals, brochures, catalogs, reference books and training handouts.					